

**CITY OF AUBURN  
TELECOMMUNICATIONS COMMISSION**

**Thursday, December 11, 2003  
4:00 p.m. to 5:30 p.m.**

Auburn City Hall  
Room 10, 2<sup>nd</sup> floor  
1225 Lincoln Way, Auburn, CA 95603

**Meeting Minutes**

**1. ROLL CALL AND DETERMINATION OF A QUORUM**

At least three Commissioners are required to be present in order for action items to be decided. *Glenn Tonkin, Mike Malvey, and Tom Maguire were present. Meeting called to order at 4:10 pm*

**2. AGENDA APPROVAL**

This is the time for the public and/or Commission members to ask for removing, postponing, or changing the listed sequence of an agenda item. *Tom made the motion to approve agenda as is, seconded by Mike. Agenda unanimously approved.*

**3. PUBLIC COMMENT**

This is the time for the public and any Commission member to bring to the attention of the Commission anything related to the Commission's responsibilities which is not on the agenda. The Commission cannot take action on items presented during public comment. *No comment.*

**4. APPROVAL OF MINUTES**

Review and approve of minutes for the regular meeting of **November 13, 2003**. *Tom made the motion to approve the minutes, seconded by Michael, and unanimously approved.*

**5. BUSINESS**

**A. Charter Communications discussion**

1. Latest Quarterly report from Charter: *The current report was discussed. Glenn stated that at the next meeting we would review the current report, and he would follow up with Jennifer to find out when we could expect the fourth quarter report.*
2. Fiber cutover at the PEG studio: *Michael Malvey reported that a friend of his, Jim Carmen, on Finley commented on the vastly improved signal quality on channel 19, so the results we were looking for are being achieved.*

**B. ACTV**

1. Current status and up-coming events: *Ron Montana has stepped down from the board. There is currently a board position open, and applications are being sought. Chris Holden has stepped down from the board, and Dave Horsey, Placer High School Principal, has taken the spot. Interviews are being conducted this evening for the Operations manager position. There were issues with coverage of the council meetings, and Glenn has dealt with the issues, and they seem to be resolved. There are some upcoming fundraisers, and Glenn will bring all information at the next meeting.*
2. Progress and actions to date regarding the PEG studio facility and PUHSD discussion from 11/13/03 meeting.
  - a. The result of this discussion is to determine further recommendations, requests, or actions, at this time that may be necessary, or helpful, to insure an equitable path of resolution for all parties. *Glenn covered the meeting that was held at Placer High with Dave Horsey. We reviewed the email sent by Michael Fontaine, which detailed the discussion, and the resolution of the problems. Please see attachment. At the next meeting, we will have the complete inventory, and know who owns what equipment.*

- C. Telecommunications strategy/planning recommendation status: *Tom proposed that we set up a meeting off site to discuss these issues. A motion was made that we target Saturday, January 3<sup>d</sup> as the date, with a back up of January 10<sup>th</sup>. The motion was unanimously approved.*

**6. CORRESPONDENCE**

Review of correspondence received after agenda was mailed to Commissioners. *A letter was sent by Charter discussing the way franchise fees are reflected on the customer bill, and some of the options offered by the FCC for omitting some of the charges for accessory services. The request by Charter to the city is if we are interested in discussing these options. The commission decided unanimously that we should respond back that we would like to discuss these options with Charter. Glenn will contact Bob Richardson, and ask him to send the letter to Charter affirming our interest in discussion, and request a meeting date.*

**7. INFORMATION AND ANNOUNCEMENTS BY COMMISSIONERS**

**8. AGENDA ITEMS, DATE, AND TIME OF NEXT MEETING**

Review design sent by Charter, as well as the quarterly report. The meeting date will be set for Thursday, January 8<sup>th</sup>, at 4pm.

**9. ADJOURNMENT**

Glenn made motion to adjourn, seconded by Mike. Meeting adjourned at 5:10pm